



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

NO. 01 ERSEA ISSUE 4

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EFFECTIVE: 11-7-12
Updated

SUBJECT:
ENROLLMENT & RE-ENROLLMENT

APPROVED: 11-7-12



BY: Nighett Ahmed, Acting Director

PURPOSE:

To ensure and maintain full enrollment for Head Start and Early Head Start programs.

POLICY:

Each child enrolled in a Head Start program, except those enrolled in a migrant program, must be allowed to remain in Head Start until Kindergarten or First Grade is available for the child in the child's community. The Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the family income and there is a child with a greater need for Head Start services.

A Head Start grantee must maintain its funded enrollment level. When a program determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled. A program may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year.

If a child has been found income eligible and is participating in a Head Start program, he or she remains income eligible through that enrollment year and the immediate succeeding enrollment year. Children who are enrolled in a program receiving funds under the authority of section 645A of the Head Start Act (programs for families with infants and toddlers, or Early Head Start) remain income eligible while they are participating in the program. When a child moves from a program serving infants and toddlers to a Head Start program, the family income must be re-verified. If one agency operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the agency's Early Head Start program, the agency must ensure, whenever possible, that the child receives Head Start services until transitioned into the Head Start Program.

REFERENCE:

Head Start Performance Standards 1305.7 (A-C)

PROCEDURE:

1. Repeaters in the Head Start program, remain eligible the succeeding year, unless there is a greater need.
2. Federal child who dropped or transferred and has more than 1-day lapse of service must be treated as a new child, with new application and income.
3. The Generalist must maintain full enrollment and fill vacancies as they occur.
 - a. within 30 days for Head Start (Follow notice of action date)
 - b. Within 24 hours for State (Follow notice of action date)

4. Children must be allowed to remain in Head Start until kindergarten is available unless there is a greater need.
5. The Generalist will complete and mail the Welcome and Enrollment Letter to the parents.
6. The Generalist will complete and mail the enrollment status letter to those children that are placed in the wait list.
7. Orientation will take place for all parents at their assigned site.
8. The Generalist will maintain the class list in Excel format and add as needed.
9. The class list will be kept current in an excel format.
 - a. Highlight in yellow all drops
 - b. Highlight in green all transfers
10. Prior to the first day of school, Generalists will provide the following documents to the Site Supervisor:
 - a. Medical History Profile
 - b. Nutrition Assessment Form
 - c. Dental form (if parent provides)
 - d. Completed Physical (if parent provides)
 - e. Copy of Immunizations
 - f. Blue Immunization Card
 - g. Allergy Statement (if applicable)
 - h. Disability Documentation (if applicable)
 - i. Any Court orders regarding child
 - j. ASQ
11. The Generalist will document on the DIF that above forms were given to the Site Supervisor.

ENROLLMENT PROCESS IN COPA

Center based enrollment:

1. 7 days prior to the first day of class, the Program Generalist will pre-enroll children into the assigned class.
 - a. After classes have started, newly enrolled children will not be pre-enrolled.
2. Children will be enrolled effective the first day that they are scheduled to attend class.
3. Services must be started for the family.
 - a. The effective date to start services will be the same as the enrollment date of the child.
 - b. If the family has siblings enrolled in the program, the services start date for the family will be the enrollment date of the first sibling enrolled.
4. The center based Program Generalist will assign themselves as the Family Advocate upon enrollment.
5. The child's teacher will assign themselves as the child advocate within 30 days of enrollment.

Home based enrollment:

1. 7 days prior to the first day of class, the Program Generalist will pre-enroll children into the assigned class.
 - a. After classes have started, newly enrolled children will not be pre-enrolled.
2. Children will be enrolled in COPA, effective the day that they are assigned to the Home Visitor by the Center based Program Generalist.
3. Services must be started for the family.
 - a. The effective date to start services will be the same as the enrollment date of the

- child.
- b. If the family has siblings enrolled in the program, the services start date for the family will be the enrollment date of the first sibling enrolled.
- 4. The Home Visitor will assign themselves as the child and family advocate within 7 days of enrollment.
 - a. If the family has siblings enrolled in the program, the family advocate will be the Generalist/Home Visitor of the child closest to transitioning into kindergarten.
- 5. The Home Visitor will schedule and complete the first visit home visit within 7 days of enrollment.
 - a. If first visit does not occur within 7 days, please adhere to the Child Attendance Policy and Procedure.

CHANGES TO CLASS LIST

The Generalist will establish all class lists for enrollment purposes. Once the class list is given to the Site Supervisor, NO changes in classroom assignments will be made prior to the child entering the Program. Once the child has entered the Program, the Parent(s) and PSD Supervisors/Administrators can initiate a change of classroom assignment. All requests for a classroom assignment change must be in writing to the Site Supervisor and Generalist.

The Generalist's role will be to ensure the change(s) do not create inappropriate placement regarding State and/or Federal allotments of slots in any given classroom. Part of the Generalist's function in establishing class lists is to establish a "balance" in the social make-up of the classroom. Examples include but are not limited to: a reasonable balance of girls/boys, and appropriate ethnic mix, not "overloading" class with children requiring support for a handicapping condition, etc.

ENROLLMENT OF CHILDREN WITH DISABILITIES

Generalist will input referral in COPA and give the following documentation to Disabilities Unit within 48 hours of receiving child's initial application:

- Complete Referral Form
- C-1 copy of Authorization for Release of Information
- A copy of Professional List
- A copy of the Medical History Profile
- A copy of Parent Interview for Suspected Disabilities
- Any report, IEP's, Asthma Questionnaire, etc.; send to Disabilities

COPA e-mail to indicate one of 3 actions:

- Immediate Enrollment
- Enrollment after a plan is in place to meet the child's needs (pre-enrollment meeting, assigning SSD staff, integrating outside support services, or schedule modification)
- Child not certifiable enrolls as regular child if income qualified.

Once child is enrolled Generalist will notify Disability unit through e-mail. To include:

- Date of Enrollment
- Teacher Name
- Time Slot

ENROLLMENT OF CHILDREN WITH LIMITED OR INCONSISTANT TOILETING SKILLS

PSD will enroll children with limited or inconsistent toileting skills. Head Start Performance Standards require that the environment in which the children are placed is adequate to support any individual need or condition the child may have.

The Generalist will notify the Site Supervisor as soon as possible, once it is known that a child with inconsistent toileting skills will be enrolled. The Site Supervisor is responsible for requesting the toileting supplies and/or the equipment necessary.